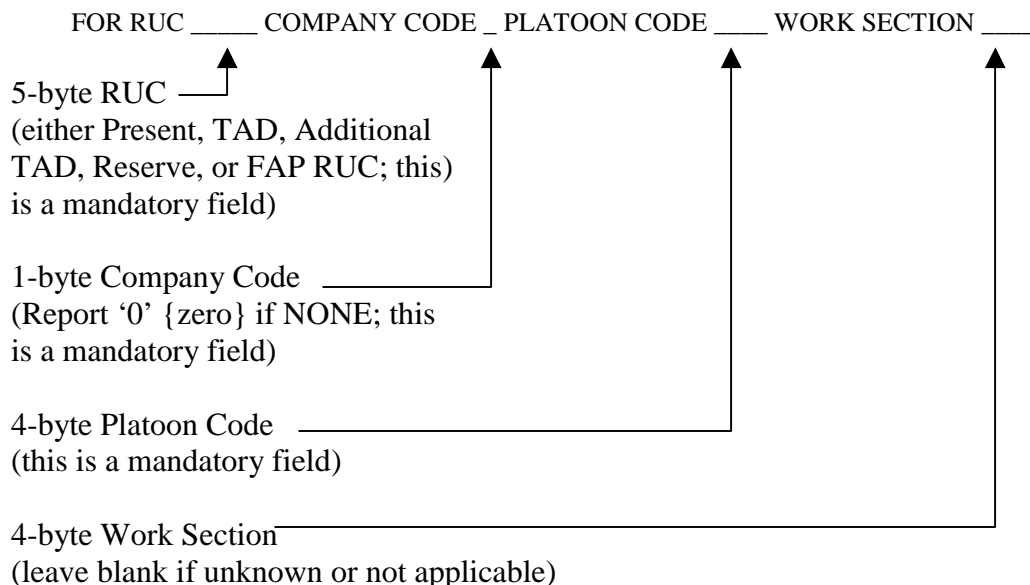


MCTFS/UDMIPS/ODSE/MOL/DFAS SUPPLEMENT

1. **PLATOON/COMPANY CODE ENHANCEMENTS**. Previously, when a Marine was sent to Temporary Additional Duty (TAD), Additional TAD, or Fleet Assistance Program (FAP), the Platoon Code and Company Code may have been posted by the new unit. To ensure all Marines' records are correct, several Type Transaction Codes (TTCs) have been modified to allow the reporting and correct posting of parent, Reserve, FAP, and TAD-specific information, as follows:

TTC 470 000



(a) There will now be fields for corresponding Present, FAP, TAD, Reserve, and Additional TAD platoon and company codes. The addition of these fields will enhance unit reports. For example, a Marine has a present RUC of 12350, and a FAP RUC of 20230. A report for RUC 12350 will reflect the Marine's present unit platoon code and present unit company code. A report prepared at the same time for RUC 20230 will reflect the same Marine's FAP RUC, FAP platoon code, and FAP company code.

(b) When a Marine is reported 'FR TAD,' 'FAP TERM,' or 'ATT TERM,' blanks will be posted to the appropriate TAD, FAP, or ADDL TAD company and platoon codes.

(c) Upon implementation, a utility will populate company and platoon codes for all Marines, as follows:

If the Marine's TAD Excess Flag is equal to '1' or '3', then the platoon code will move to the TAD platoon code, and the company code will move to the Present Unit Company code.

If the Marine's TAD Excess Flag is equal to '2' or '5', then the platoon code will move to the FAP Platoon code, and the company code will move to the Present Unit Company code.

If the Marine's TAD Excess Flag is equal to '4', then the platoon code will move to the Additional TAD Platoon code, and the company code will move to the Present Unit Company code.

If the Marine is not TAD or FAP, then the platoon code will move to the Present Unit Platoon code, and the company code will move to the Present Unit Company code.

For Reserve members, the platoon code will move to the Reserve Unit Platoon code, and the company code will move to the Reserve Unit Company code.

(d) The platoon code and company code are presently displayed on all MCTFS screens. The RUC shown is the present RUC, unless the member is in a separated status, in which case the Reserve RUC populates the field. For Active Duty Marines, the present unit platoon and company codes will be displayed within MCTFS; for Reserve Marines, the Reserve unit platoon and company codes will be displayed. The Service 'TOUR' screen has been modified to reflect all platoon and company codes, as follows:

ADMINISTRATIVE REPORTING

	RUC	PLT	COMPANY	ADMIN RUC
PRESENT RUC:	12350	XXXX	X	45020
FORMER RUC:	80001			80001
TEMPORARY RUC:	13330	XXXX	X	46003
ADDITIONAL TEMP RUC:	00000	XXXX	X	00000
FLEET ASSISTANCE RUC:	20230	XXXX	X	46124
RESERVE RUC:	00000	XXXX	X	00000

(e) Work Section is displayed on the Service 'TOUR' screen; however, it will not be available as a query item within UD/MIPS or Operational Data Store Enterprise (ODSE).

(f) Within Marine On-Line (MOL), the "Company Code" and "Platoon Number" fields were deleted. The following fields were added: "Present Unit Platoon Code," "FAP Platoon Code," "TAD Platoon Code," "Addl TAD Platoon Code," "Reserve Unit Platoon Code," "Present Unit Company Code," "FAP Company Code," "TAD Company Code," "Addl TAD Company Code," and "Reserve Unit Company Code."

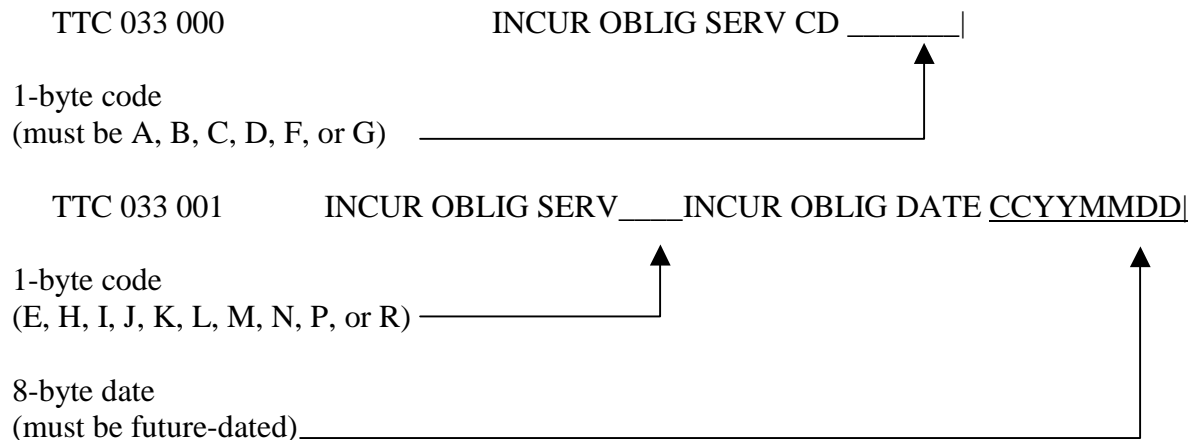
(1) The following rosters were affected: Alpha, Birthday, Promotion, Lineal, PersTempo (Individual), PersTempo (Unit), BST, Driver, Gasmask, Lectures, PFT, Pistol, and Rifle.

(2) The following individual screens were affected: BIR and BTR.

(3) The following reports were affected: RED, Education, Awards, ROS, Pay and Leave Summary, Thrift Savings Plan, Career Status Bonus, Career Retire Credit, and Reserve Drill Summary.

(g) In the future, as MOL is further developed and implemented, Platoon and Company codes will be used by leaders at the small unit level to enable them to enter and/or view information on their Marines. Individuals able to access information will eventually include the company commander and others in the chain of his/her command to include squad leaders.

2. **INCURRED OBLIGATED SERVICE CODE AND INCURRED OBLIGATED SERVICE DATE.** All Marines can incur additional obligated service by receiving financial aid or attending certain MOS-producing schools. In the past, there was no automated process to check a Marine's record when a request for retirement or resignation was submitted to ensure any incurred obligated time requirement had been fulfilled. New TTCs and sequences have been created, as follows:



(a) Active Duty RUCs 45220, 06080 and 06115, and Higher Headquarters, will be the only RUCs authorized to report the above sequences. For Incurred-Obligated-Service-Code 'P', reporting is limited to RUC 54893 only; for Incurred-Obligated-Service-Code 'R', reporting is limited to RUC 54824 only.

(b) Incurred Obligated Service Codes are as follows:

Code A: 96-month obligation for officers with MOS of 7507, 7521, or 7541

Code B: 72-month obligation for officers with MOS of 7524, 7531, 7556, 7558, 7560, 7561, 7567, 7568, or 7582

Code C: 102-month obligation for officers who utilized Financial Assistance with MOS of 7507, 7521, or 7541

Code D: 78-month obligation for officers who utilized Financial Assistance with MOS of 7524, 7531, 7556, 7558, 7560, 7561, 7567, 7568, or 7582

Code E: 42-month obligation for officers with MOS of 4401

Code F: Aviation Continuation Pay. 192-month obligation from Date Accepted First Commission; grade equal to Captain or Major, MOS of 75XX

Code G: Aviation Continuation Pay. 264-month obligation from Date Accepted First Commission; grade equal to Lieutenant Colonel, MOS of 75XX

Code H: Aviation Continuation Pay. 36-month obligation for Captains, Majors, or Lieutenant Colonels with MOS of 75XX

Code I: Law School Education Debt Subsidy. 36-month obligation for officers with an MOS of 4401

Code J: Funded education. 36-month obligation

Code K: Funded education. 48-month obligation

Code L: Funded education. 60-month obligation

Code M: Fellowship/scholarship. 36-month obligation

Code N: Fellowship/scholarship. 72-month obligation

Code P: Marine Corps Tuition Assistance Program for members of the Platoon Leaders Class Program. 60-month obligation for any MOS, beginning from the date the officer reports to TBS for duty under instruction (reporting of this code is restricted to RUC 54893 only)

Code R: Law School Debt Subsidy Obligation. 36-month obligation for officers with an MOS of 4402 (reporting of this code is restricted to RUC 54824 only)

033 002

INCUR OBLIG SERV NONE|

(c) Reporting of the above sequence is restricted to Higher Headquarters only, and will be used to correct an Incurred Obligated Service Code or date, if erroneous.

(d) For codes 'A' through 'D', the applicable number of months from the above list will be added to the Pilot Designation Effective Date and the result of the computation will post to the Incurred Obligated Service Date and Expiration of Active Service (EAS) Date. If the member is a Reserve on Active Duty, the applicable number of months will be added to the Expiration of Current Contract (ECC) Date.

(e) For Codes 'F' or 'G', the applicable number of months from the above list will be added to the Date Accepted First Commission and the result of the computation will post to the Incurred Obligated Service Date and EAS. If the member is a Reserve on Active Duty, the applicable number of months will be added to the ECC.

(f) TTC 087 001 (MIL PILOT DESIG) has been modified to allow Active Duty RUCs 45220, 06080, 06115, and Higher Headquarters to report this transaction, in addition to Reserve RUCs.

(g) If a Request for Retirement (TTC 773) is reported, the system will determine whether or not the member has Incurred Obligated Service beyond the requested retirement date. If the member has remaining obligated service, HQMC (MMSR) will receive an advisory on their Diary Feedback Report stating that fact. This information will be used in determining approval for retirement.

(h) The Incurred Obligated Service Code and Incurred Obligated Service Date will be displayed on the ACIP, TOUR, and TBTR screens within MCTFS.

(i) Within MOL, Incurred Obligated Service Code and Incurred Obligated Service Date are new data elements that will be displayed on the BTR under Unit Training.

3. **ADVISORY FOR CLOTHING REPLACEMENT ALLOWANCE.** A new CO advisory (C06) for the Inconsistent Condition Report (ICR) has been added to Part III of the DFR/EDFR. It will advise the unit when a member does not have a valid Clothing Replacement Allowance due to a prior separation.

4. **REPORTING OF SPECIAL DUTY ASSIGNMENT (SDA) PAY FOR PRIOR SERVICE RECRUITER BILLETS AT MCB, CAMP BUTLER AND HEADQUARTERS BATTALION, KANEOHE BAY.** MCB, Camp Butler (RUC 20230/MCC 092) and Headquarters Battalion, Kaneohe Bay (RUC 02301/MCC 091), can now report TTC 233 (Start SDA Pay) for Marines serving as Prior Service Recruiters at their commands.

5. **COMBAT PHYSICAL FITNESS TEST (PFT) WAIVER.** Marines serving in combat situations cannot run the semi-annual PFT for obvious reasons. In the past, Marines in pay grades E3 and E4 whose PFT score was outdated due to their combat service may have been unable to be promoted through the automated process. A new TTC sequence has been created which will post a Physical Fitness Class code of '9', denoting that the Marine is currently performing combat service, and which will allow the PFT score to be factored in composite score calculation. The class code of '9' will also prevent all Marines from being unfairly denied board consideration due to an outdated PFT score incurred as a result of their combat service. **Marines must be in receipt of Hostile Fire Pay for this new transaction to process successfully.**

TTC 481 012

PFT NREQ|

(a) Reporting this sequence will cause the Marine's current PFT information field to take the action date of the UD entry as the PFT date, and will overlay the current PFT Class Code with the new code of '9'. When the Marine's combat duty is terminated, reporting any other sequence of TTC 481 will move the current PFT to the prior PFT field, along with the Physical Fitness Class Code of '9', and will post the new PFT information.

(b) Logic has been modified for both Active Duty and Reserve members to ensure that if a Physical Fitness Class Code of '9' is present in the member's current or prior PFT field, regardless of the PFT date, the current or prior PFT score quantity will be used to compute the member's composite score for promotion purposes. With this project, prior PFT information has also been added to the UD/MIPS Basic Training Record and MIPS View Members – Training folder, Tab 1.

6. **RECALLED RESERVE RETIREES.** Two new Reserve join sequences for TTC 020 have been created for Reserve Retirees recalled (paid and nonpaid). This new Drop/Auto Join process will put their records back into a Reserve Retiree status, vice a Regular Retiree status, in MCTFS. These new join transactions will automatically be built in the cycle immediately following the processing of TTC 378 000.

TTC 020 132

JOIN RUC _____ MCC RET RESERVE RETIRED PAY FR RECALL|

020 133

JOIN RUC _____ MCC RET RESERVE RETIRED NONPAY FR RECALL|

7. **MANDATORY IDT PARTICIPATION EXTENSION.** Policy from the CMC (RAP) authorizes the option of extending the Mandatory Drill Participation (MDP) Stop Date for those members of the Selected Marine Corps Reserve (SMCR) who are categorized as unsatisfactory participants due to missed drills. SMCR Commanders will now have an additional administrative tool to recover lost drill time, while Marines will be afforded the opportunity to honorably complete their military service obligation. To extend the MDP Date, report the following transaction (TTC):

TTC 859 000 MANDATORY IDT PARTICIPATION EXT __ MO|

2-byte number of months _____ ↑

(a) The number of months within this TTC will be added to the member's MDP Stop Date.

(b) This TTC may only be reported by Reserve Reporting Units, and may only be reported **once** during a Marine's career. At no time may the MDP Stop Date exceed the member's Reserve Expiration of Current Contract. This new field will be displayed on the 'ENLM' Screen (Page 2) and on the Basic Individual Record (BIR).

(c) Within MOL, Mandatory Drill Extension will be displayed on the BIR under the Contract Information Header.

8. **REPORTING MOBILIZATION DELAYS, DEFERMENTS, AND EXEMPTIONS.**

Mobilization Status Codes will be used to identify Reservists who are unable to execute mobilization orders. Mobilization Status Codes have been updated and revised for proper MCTFS reporting. These may only be reported by MCRSC, MISSO, MARFORRES, and MPC RUCs.

(a) If an individual is granted a **delay**, the individual will not be initially joined; the transferring command will report TTC 369 003 ____ JOIN TR ERRON and report TTC 099 001 MOB STAT ____ MOBEDA ____| with the Mobilization Status Code that best describes the reason for the delay, and the appropriate date in the future that the individual is expected to carry out the mobilization orders.

(b) If an individual is granted a **deferment**, the individual will not be initially joined; the transferring command will report TTC 369 003 ____ JOIN TR ERRON and CG, MARFORRES will report TTC 099 001 MOB STAT ____ MOBEDA ____| with the Mobilization Status Code that best describes the reason for the deferment, and the appropriate date in the future that the individual is expected to carry out the mobilization orders.

(c) TTC 099 001 MOB STAT ____ MOBEDA ____| will only be reported with Mobilization Status Codes of C0, DD, F0, G0, H0, II, K0, KK, L0, and M0. If a delay/deferment is granted for 28 days, the date reported with this transaction will be the 28th day. The date will post to Mobilization Station MCC EDA.

(d) If an individual is granted an **exemption**, there is no need to report a date. If previously transferred, the transferring command will report TTC 369 003 ____ JOIN TR ERRON and then report TTC 099 000 MOB STAT ____|. This sequence will be used to report Mobilization Status Codes of 00, AA, A0, BB, B0, CC, D0, EE, E0, FF, GG, HH, I0, J0, and JJ. (Use '00' [NONE] to remove Mobilization Status Codes that no longer apply or are erroneous. Reporting '00' [NONE] will post zeroes to Mobilization Status Code and Mobilization Station MCC EDA.)

(e) The Mobilization Status Codes have been revised, and are as follows (**NOTE**: All codes within this paragraph contain the number zero, **NOT** the letter O):

00	NONE
AA	EXEMPTION UNDER CURRENT AUTH GRANTED
A0	MINISTERS
BB	THEOLOGY OR DIVINITY SCHOOL STUDENTS
B0	CURRENTLY ENROLLED IN MEDICAL SCHOOL
CC	MOBILIZATION ORDERS RETURNED TO MCRSC
C0	NEW OR ADOPTIVE PARENT
DD	PREGNANT
D0	VIP (CONGRESSIONAL MEMBERS)
EE	OVER AGE 60
E0	SOLE SURVIVING SON/DAUGHTER
FF	CONSCIENTIOUS OBJECTOR
F0	TEMPORARY HARDSHIP (PERSONAL)
GG	MEDICALLY UNFIT
G0	DEFERMENT GRANTED BY MFR
HH	REQ FOR RETIREMENT PREVIOUSLY SUBMITTED
H0	DELAY GRANTED BY MFR 1-112 DAYS
II	DELAY GRANTED AT RTC 1-14 DAYS
I0	INACTIVE STATUS LIST
JJ	DISABLED
J0	KEY EMPLOYEE
KK	IMA DELAY GRANTED BY MCRSC 1-14 DAYS
K0	IRR/RET DELAY GRANTED BY MCRSC 1-28 DAYS
L0	TEMPORARY HEALTH DISORDER UP TO 12 WEEKS
M0	TEMP CONF AND/OR PEND MINOR CRIMINAL CHGS

9. **NEW COMBAT SERVICE CODES.** Two new Combat Service Codes have been created to accommodate members' combat service in Operation Enduring Freedom (Afghanistan) and Operation Iraqi Freedom (Iraq). Entering a Combat Service Code does not simply add to a member's previous Combat Service Code(s). When reporting TTC 152 001, every Combat Service Code applicable to that member must be entered. The new codes are as follows:

<u>Code</u>	<u>English Description</u>
T	Operation Enduring Freedom (Afghanistan)
U	Operation Iraqi Freedom (Iraq)

10. **CHANGE TO COURT-MARTIAL REPORTING.** TTC 283 may no longer be used to report courts-martial for Marines on active duty. Enhancements have been made to TTC 257 000 to allow proper reporting. When information contained within this transaction is reported correctly, reduction and/or the placement of a Marine in a total pay and allowance or total basic pay forfeiture status will occur automatically. Report as follows:

TTC 257 000 FORF \$____ MO____ TYPE____ CNFT____ DISCH____ RED____ ED____|

Adjudged amount (NOTE 1) _____ ↑

3-byte number of months' forfeiture (NOTE 2) _____ ↑

Type of court-martial (NOTE 3) _____ ↑

3-byte number of months' confinement (NOTE 4) _____ ↑

Type of discharge (NOTE 5) _____ ↑

2-byte reduction pay grade OR NA (NOTE 6) _____ ↑

8-byte ED (YYYYMMDD) of sentencing (NOTE 7) _____ ↑

NOTE 1: The adjudged forfeiture amount. Report \$9999.00 if the adjudged forfeiture is a total forfeiture of pay and allowances or total forfeiture of basic pay.

NOTE 2: Number of months' forfeiture. Must be three bytes, numeric.

NOTE 3: Type of Court-Martial (CM). General Court-Martial with adjudged forfeiture other than \$9999.00 = GCM. General Court-Martial with adjudged forfeiture of total pay and allowances = GCMA. General Court-Martial with adjudged forfeiture of Basic Pay only = GCMP. Special Court-Martial = SPCM. Summary Court-Martial = SCM.

NOTE 4: Number of months' confinement. Must be three bytes, numeric. (Refer to MCTFS PRIM paragraph 80701, Clothing Allowance, to report TTC 301 002 STOP CRA OTHER ED.)

NOTE 5: Type of discharge. Bad Conduct = D. Dishonorable = F. Death = 8. None = N.

NOTE 6: Pay Grade/NA – must be two-byte pay grade (adjudged reduction or NA).

NOTE 7: ED – Effective date (YYYYMMDD) sentence is adjudged. Must be less than or equal to the Unit Diary date.

11. **ACCESSIONS PROCESS.** In the past, Reserve enlisted and officer, prior service, PLC lawyer, Naval Academy, NROTC, and Retiree accessions have been accomplished utilizing the mainframe under a CICS option. This functionality has now moved from the mainframe to UD/MIPS. All former ECCO accessions will now be input and processed at the Reserve unit

level, then sent to a collection server. MISSO 16/17 will retrieve the records from the collection server, create a diary, certify it, and make the courier.

(a) Under the Unit Diary module, there will be an Accession Management screen. This screen is RUC-controlled. Based on the user's RUC, the options for input are Reserve Accession, HQMC Accession, and Retiree Accession. These accession types are NOT part of the Student Management Module.

(b) A Unit Function non-critical table will control access to the different Accession input screens. Only the following units can access the Accession Management Module:

RUCs 88801-5, 88888, and all Reserve RUCs may access the USMCR Officer/
Enlisted Accession view

RUCs 89999, 34022, and 32092 may access the Headquarters Officer/Enlisted Accession
view

RUC 54800 may access the Headquarters Officer/Enlisted Retiree Accession view

(c) Units which will use the new ECCO process will be identified by MISSO 16/17 to the collection server for implementation. Units not on a unit server (client only) will not be able to utilize the UD/MIPS ECCO process until the patch is sent out in July 2003. Operating procedures will be distributed at that time. Units not notified by MISSO 16/17 will continue to utilize the mainframe ECCO process until otherwise noted. For those units identified by MISSO 16/17 to use the new UD/MIPS process, a Computer-Based Training package has been developed; it may be accessed from both the MISSA and MISSO 16/17 websites.

(d) One major change involves the use of the ODSE data, instead of the MCTFS Master File, to populate existing MCTFS records. When the preparer selects an accession, inputs a social security number, and hits enter, the system will check the ODSE for the input SSN. If no record is found, processing will continue. If the SSN is found, but does not meet the desired criteria, an advisory will be displayed, stating: 'SSN Found But Not In Valid Status. Contact MISSO.' For all other accessions, if the SSN is found, an advisory will be displayed stating the record already exists on MCTFS, and will ask the user if they wish to continue. If the user selects 'Y' (equals Yes), data will be pulled from the ODSE and populate the input screen data fields. If 'N' (equals No), the user will be returned to the previous menu.

(e) An Accession Validation Report has been created and added to the Reports Menu tool bar to enable review and audit of input accessions.

12. **FOLLOW-ON CHANGES FOR ARMS-RECRUIT TO UD/MIPS.** A previous project moved the ARMS-Recruit functions into the Student Management Module of UD/MIPS. Several enhancements to this functionality are now available.

(a) A Transfer Input Screen has been created within the Student Management Module for use by the Depots, MCTs, and Entry Level Schools.

(b) An export function for Receiving Barracks has been created. This will enable the user

to save companies and platoons that were created, as well as receiving barracks records not yet accessed.

(c) A new TTC to report Deoxyribonucleic Acid test date (commonly called “DNA test”) has been created. Report as follows:

TTC 039 000 DEOX ACID TEST DATE _____|
8-byte test date _____↑

(d) The DNA Date will be displayed on the mainframe, MOL, and MIPS BIRs. This data element has also been added to the CUDDDB and the UD/MIPS and ODSE Impromptu Catalogs. Additionally, the HIV III Tested data element was moved from the BTR to the BIR in both the mainframe and UD/MIPS.

(e) The Depot and MCT transfer process has been modified with this project to start monthly BAS with transfers for RUCs 32092, 34022, 31407, and 33353. The effective date of the transfer will be the BAS start date.

13. **AUTOMATED PAYMENT, REPORTING, AND PROCESSING OF CUMULATIVE CAREER LUMP SUM LEAVE IN EXCESS OF 60 DAYS.** Reserve members called to Active Duty for periods of 31 days or more (not to exceed 365 days) on or after 20011001 are authorized to be paid Lump Sum Leave (LSL) in excess of 60 days over a career. TTC 401 000 (Lump Sum Leave Summary) has been modified to allow the reporting of career LSL in excess of 60 days. Additionally, the following DO/FO diary entries have been modified to allow for the payment and reporting of Career LSL in excess of 60 days: 506 000 (Credit LSL); 541 000 (Start LSL); and 642 (Special Payment for LSL).

14. **NEW ACTIVE DUTY STATE TAX REMARK.** The computation method of state taxes during the month of separation of Active Duty Marines has changed, and is accompanied by a new State Tax (607) Remark. The computation formula is as follows:

(a) During the month of discharge/separation, State Income Tax Withheld (SITW) will be computed using the formula rate and a flat rate percentage.

(b) If a member has an alternate SITW rate of zero, then no SITW will be computed, to include no SITW for one-time entitlements.

(c) If a member has an alternate SITW rate other than zero, SITW will be computed using the formula rate and a flat percentage rate for one-time entitlements.

(d) State taxes will be computed after each end-of-month U&E and a new 607 Remark will display the prior month state tax information. Previously, the old 949 Remark was overlaid each month, displaying only the current month’s information.

(e) The current state income tax Remark (D949) will remain for historical purposes.

(f) The new 607 Remark will display several new fields, including Month End (YYMM) and Monthly Taxable Wage. It will delete the current 'to' and 'from' dates, and will change the display of the monthly amount to show Monthly Tax Amount.

15. CAREER STATUS BONUS ENHANCEMENTS. CSB payments will be generated by MCTFS for the 1st of the month payday (mid-month U&E) and the 15th of the month payday (end-of-month U&E). For example, if a member's CSB payment election is effective June 17, 2003, and mid-month U&E is June 20, 2003, a CSB payment will be generated for the July 1, 2003 payday. Currently, MCTFS automatically computes and pays a member's CSB on the 15th of the month following the month the CSB election is effective. Additionally, the CSB (993) Remark has been modified to show 'Career Status Bonus Install Amount' vice 'Career Status Bonus Previous Amount', and now reflects 'Career Status Bonus Paid Amount' instead of 'Career Status Bonus Balance Amount'. Additional edits have been added that will generate an error if TTC 005 000 (Non-Elect CSB) or TTC 005 002 (Elect CSB) are reported on a member who has less than 14 years of active service.

16. AUTOMATED TRAVEL CARD DEBTS AND TREASURY OFFSET PROCESS SYSTEM DEBTS. This change will electronically transfer the travel card debts and Treasury Offset Process System (TOPS) debts to MCTFS for both Active Duty and Reserve Marines for processing. (TOPS debts include IRS tax levies and indebtedness owed to the Department of Education, the Department of Housing and Urban Development, the Uniformed Services, the Veterans Administration, etc.) The DFAS-Cleveland, Salary Offset Project Officer, will transmit a Travel Card/TOPS file on the 1st of each month for collection.

(a) For Active Duty members, collection action will start on the 15th of the month payday. Fifteen (15%) percent of a member's disposable pay will be collected each payday until the debt is paid in full. Travel card and TOPS debts will be displayed in the garnishment (978) Remark and the recipient's information will be displayed in the Garnishment Check Address (979) Remark. The 978 Remark will display the following:

(1) A reason code 'C' identifies a Travel Card debt, and a reason code 'P' indicates a TOPS debt.

(2) The Paid Amount field will display the actual monies withheld from a member's 15th of the month and 1st of the month paydays.

(3) The Arrears Amount will display the total amount of the debt requested.

(4) The Balance Arrears Amount will display the balance of the indebtedness.

(5) The Percent Arrears Rate will display 15 percent. The Garnishment Check Address 979 Remark will display the recipient's name, account owner, address, and EFT information.

(b) For Reserve members, collection action will begin on the next regular scheduled

payday following the Inactive Duty period (drills). Fifteen (15%) percent of a member's disposable pay will be collected each payday until the debt is paid in full. Checkages will appear in the 928 Remark, and a liquidation of indebtedness will appear in the 987 Remark.

(c) New pay entitlement codes for automated travel card and TOPS debts have been established, as follows:

Active Duty members:

Pay Item Description	<u>Pay Code</u>		<u>Tax Code</u>
	Off	Enl	
Travel Card Debt	32017	32117	4
Pay Item Description	Off	Enl	
TOPS Debt	32018	32118	4

Reserve Marines on Active Duty:

Pay Item Description	<u>Pay Code</u>		<u>Tax Code</u>
	Off	Enl	
Travel Card Debt	30217	31417	4
Pay Item Description	Off	Enl	
TOPS Debt	30218	31418	4

Reserve members:

Pay Item Description	<u>Pay Code</u>		<u>Tax Code</u>
	Off	Enl	
Travel Card Debt	57152	57252	4
Pay Item Description	Off	Enl	
Liquidation of Travel Card Debt	57151	57251	4
Pay Item Description	Off	Enl	
TOPS Debt	57154	57254	4
Pay Item Description	Off	Enl	
Liquidation of TOPS Debt	57153	57253	4

17. **COMBAT ZONE TAX EXCLUSION MODIFICATION.** Members may move in and out of a Combat Zone Tax Exclusion (CZTE) location multiple times during a given month. In the past, units then had to report TTC 432 001 (START) and TTC 433 000 (STOP) Tax Exclusion repetitively. Unfortunately, this caused incorrect "from" and "to" dates within MCTFS for members' Federal Tax Withheld (604 Remark), Combat Tax History (977 Remark), and Combat Leave (988 Remark). TTC 432 001 has been modified to allow units the capability to report country/CZTE location codes as often as needed. Multiple reporting of TTC 432 001 with different country/CZTE location codes will automatically overlay the member's 604 and 977

Remarks in MCTFS. This TTC will not build a new individual location code; units must ensure match. Report as follows:

432 001 START TAX EXCL _____ LOC _____|
8-byte date _____↑
2-byte country/CZTE location code _____↑
(UD/MIPS users may select from drop-down menu)

When this TTC processes after an end-of-month U&E (usually between the 3d and 6th of the month) with an effective date equal to the current month, the new country/CZTE location code will post on the first day of the current month. The member's country/CZTE location code can only be updated on a current basis. If the unit reports a retroactive country/CZTE location code (on a date prior to the last EOM U&E), the member's country/CZTE location will be updated to the current month, and an advisory will be generated. The unit will have to correct the member's Combat Leave Balance information and coordinate with the DO/FO for correction of Tax Year-to-Date information. For example, the unit reports TTC 432 001 (STRT TAX EXCL 20030221 LOC ZZ) on diary dated 20030410. The member's country/CZTE location code would be updated to reflect code 'ZZ' with a date of 20030401.

18. **ELECTRONIC UNIT DIARY ENHANCEMENTS**. Significant modifications have been made to the Unit Diary, EDFR, and ELSIG modules of UDMIPS, resulting in a more efficient means of preparing diaries, enhanced automated interaction between the modules, and better ELSIG management tools for the CO/ECO. Changes to each module are outlined below. For a more specific, comprehensive definition of changes, please refer to the UDMIPS Help Manual.

(a) **Unit Diary Module.** The Unit Diary Management Window provides a new look for users, similar to what can currently be seen in Microsoft Outlook and Windows Explorer. This window is separated into 3 different panes: the Tree View pane, the List View pane, and the Preview pane.

(1) The Tree View pane consists of the Transaction Pool, Unit Diaries, Couriers, and Archives.

(2) The List View pane displays data relevant to the item currently selected in the Tree View pane. Column headers in the List View pane will provide sort/filter functionality along with the ability to choose which columns the user would like displayed. Users may create transactions and store them in a transaction pool without creating a diary, allowing transactions created by different users to be applied to the same diary. Transactions in the pool are displayed in the List View pane. Drag-and-drop functionality exists for transactions to allow users to click and hold a transaction and move it from the transaction pool to a diary, or from a diary to the pool. Users can select several pooled transactions and assign them to a unit of work exclusively for their use. A Unit of Work column header will display the name assigned by the user to the unit of work. A Unit of Work report has been created and serves as a working document when reviewing the supporting documentation associated with a unit of work. The Unit of Work and Research Diary reports are located on the Reports Menu above the tool bar; both are printable.

(3) The Preview pane provides a view of data relevant to the item currently selected in the Tree View or List View panes, such as transaction and diary notes (both system-generated and user-created), transaction English descriptions, diary status, courier and archive information. The data displayed in this pane provides no interaction or functionality other than viewing. Right-click functionality provides users with a drop-down menu to allow creation of a new transaction, editing existing transactions, flagging of transactions, assigning transactions to units of work, changing the status of transactions, and deleting or movement of transactions. The same functionality is provided on the Transaction menu located above the tool bar. The Research Diary has replaced the rough Unit Diary. New tabs (Notes, Activity, and Tickler) for each transaction have been added to provide users visibility of information when editing transactions.

(a) The Notes tab enables users to see all notes, both system-generated or added by the user for a transaction. These notes can also be modified, or deleted for any given transaction.

(b) The Activity tab provides users a view of other diary transactions reported on the member being edited.

(c) The Tickler tab provides a view of any transactions resident in the Tickler file for the member being edited.

(b) **EDFR Module.** Users with the proper ELSIG privileges may add Part II or Part III transactions to the Transaction Pool or directly to a Unit Diary. These transactions will be tracked by a transaction serial number between the EDFR and UD modules. In the event an EDFR transaction previously added to a diary or to the pool has been changed, moved from one diary to another, or deleted, the application will notify the user by means of an alert message, make the necessary transaction status change if applicable, and log a system-generated note back to the transaction in the EDFR module.

(c) **ELSIG Module.**

(1) Each ELSIG type (e.g., Certifier, Preparer, Reviewer) now has a set of pre-defined default privileges, established with the installation of the software. The CO/ECO has the flexibility to establish and apply their own default privileges for each ELSIG type, based on their current administrative procedures. Management of individual ELSIGs will be completed by the CO/ECO, utilizing the Manage ELSIG option (located under the Tools menu) by selecting and editing an individual ELSIG currently resident within UDMIPS. The following new privileges have been added to the ELSIG module and can be applied to an ELSIG or an ELSIG type, at the discretion of the CO/ECO:

- Diary Status Assignments
- Edit/Delete All Transactions
- Create Diary
- Transaction Assignment
- Create Courier
- Archive/Recover Diary
- Edit/Notes

Lock/Unlock Diary
Mass Deletion
Remove Track Courier Log
Turn On/Off Scheduled Events
Remote Exec of Scheduled Events

(2) A new menu item, named “ELSIG Default Privilege Management,” is located under the Tools menu and allows the CO/ECO to create or apply ELSIG defaults to a group of ELSIGs for an ELSIG type at the same time. The ELSIG Default Privilege Management window consists of the following:

- An “ELSIG Type” drop-down list containing all the current ELSIG types to which default privileges can be assigned.
- An “Apply to ELSIG Type” button which will apply the selected privileges to all future ELSIGs created for an ELSIG type.
- A “Restore CD Faults” button which will restore the defaults for the selected ELSIG types back to the original defaults applied when the SR 1-03 software was loaded.
- A “Change All ELSIGs of This Type” button which will apply the selected privileges to all current ELSIGs resident within UDMIPS for an ELSIG type.
- A “Privilege Description” window containing all the ELSIG privileges which can be applied to an ELSIG type

(3) In addition to the ELSIG report for CO/ECOs currently resident within UDMIPS, an ELSIG report with Privileges has been created and will show all of the current issued ELSIGs along with all of the privileges each ELSIG currently holds. On the “Assign ELSIG” and “Modify ELSIG” windows, a “Privilege Defaults” button has been added to apply the CO/ECOs default privileges to the Individual ELSIG being edited.

(d) **Other Modules Affected.** A new menu item has been added to the File menu, located above the tool bar in all UDMIPS modules except the ELSIG module. This will allow users to view privileges assigned to their ELSIG. From any module, users will click on File, then “View Current ELSIG Privileges.” A window will be displayed with all possible ELSIG privileges shown. The ELSIG privileges that the user currently possesses will be checked “YES.” Those privileges that the current user does not possess will be checked “NO.” This is helpful to the user in the event they cannot perform certain diary functions. Users will need to see the CO/ECO for changes/additions to their ELSIG privileges.

19. **AUTO TRECON/COURIER AND RECONCILIATION ENHANCEMENTS.**

Automates the Electronic Diary Feedback Report (EDFR) cyclic process for RUCs connected to

the Collection Server along with the TCV RUC Qualified Download. Users may now resend the courier to the Collection Server and view/schedule events from a remote desktop.

(a) **Common Utilities Module.** Modifications made within the Preferences, Scheduled Events-Manual Event process, now allow multiple events to be turned on or off using a check box. If these tasks are executed remotely, a flag indicator will be displayed. Users may now view the time the event was last executed. The Preferences, File Transfer Service process has been modified to accurately display the appropriate approval or rejected status of the unit's request. The Rejection Date may now be removed if the status is changed to Approved. Capability has been added which will make the Scheduled Events data unavailable if in a rejected status. The Automated File Transfer and Reconciliation Process, as well as the Preferences, Scheduled Events tab options, have been modified to allow "Receipt and Load of a EDFR" as well as Receipt and Reconciliation of a Tables TRECON. The Tables TRECON reconcile process must be manually performed if there is any TTC impact or an open diary status. The Tools menu has been modified to add a Log Viewer option for display of an FTP activity message log of Couriers, TRECONs, and DFRs using a date range. Windows have been added to display when the following actions are initiated (these windows will close automatically when successfully completed):

<u>Event</u>	<u>Processing window</u>
Receive DFR	Process DFR
Load DFR	Load DFR
Receive Tables	Process Tables TRECON (July Patch)
Load Tables TRECON	Reconciliation (July Patch)

(b) **ELSIG Module.** A new CO/ECO default privilege has been added. This privilege can be manually assigned to any user with the exception of Super Viewer, Admin Viewer, or Viewer ELSIGs. These privileges will allow the execution of scheduled events, the ability to turn on/off-scheduled events, and remove track courier log for Collection Server Management from a remote desktop.

- Remove Track Courier Log Unit Diary
- Turn On/Off Scheduled Events Unit Diary
- Remote Exec of Scheduled Events Unit Diary

(c) **Unit Diary Module.** The capability to resend a courier to the Collection Server was added to the Unit Diary Management window within the Courier menu. In addition, a Local Status Date column was added to the Unit Diary Management Courier List. This will reflect the local date/time stamp of the machine whenever the status changes.

(d) **DFR Module.** The Diary Feedback Report Summary process was modified to add a DFR Cycle Reconciliation Log that displays the following information for the DFR Cycle Events: Cycle Number, Event Date/Time, Load Type, User, and Messages.

20. **ODSE.** The narrative list of changes to the ODSE for SR 1-03 are located at the following Web sites:

- a. Albany: <https://smarts.matcom.usmc.mil/>
- b. Camp Butler: <https://smarts.okr.usmc.mil/>
- c. Camp Lejeune: <https://smarts.lejeune.usmc.mil/>
- d. Camp Pendleton: <https://smarts.cpp.usmc.mil/>
- e. MCB Hawaii: <https://smarts.mcbh.usmc.mil/>
- f. Kansas City: <https://smarts.kct.usmc.mil/>